

## SUPPLEMENTAL NURSING/MEDICAL SUPPORT STAFF QPA PROGRAM

Supplemental nursing/medical support staff quantity purchase agreements (QPAs) are now in place. The following is a list of QPA holders, contacts, phone numbers, and e-mail addresses.

### QPA # 9686

Accessible Staffing

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### QPA # 9698

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### QPA # 9649

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### QPA # 9652

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### QPA # 9691

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### QPA # 9694

Kelleron Medical Staffing

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### QPA # 9650

K-Force Healthcare Staffing

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### QPA # 9689

Leopoldstadt, Inc.

d/b/a Favorite Nurses/Favorite Temps

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### QPA # 9653

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### QPA # 9696

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### QPA # 9654

The Morley Group

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### QPA # 9648

Nurse Finders

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### QPA # 9687

Nurse Source

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**QPA # 9704**

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**QPA # 9690**

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**QPA # 9697**

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These QPA agreements can be used by all state agencies. The program instructions can be viewed at <http://www2.idoa.state.in.us/proc/resources> by clicking on Instructions for Nursing QPAs. The actual QPAs can be viewed at <http://www.state.in.us/proc/qpa> and search for the appropriate QPA number.

The nursing/medical support staff QPAs provide a means to obtain support personnel for up to six (6) months from up to 23 vendors, each bidding on various job descriptions such as RN, LPN, Nurse Practitioner, Charge Nurse, Dental Assistant, Radiology Technician, and Behavioral Technician. IDOA Procurement Division suggests bidding your services in 90-day increments to take advantage of the best possible prices and the frequent changes of the temporary staffing environment.

The contracts are operationally the same except with respect to the provider and the maximum rates. The intent is to allow ordering of temporary personnel as needed through a simple process requiring relatively little time and few approvals.

The State wants to use these QPAs as temporary services to supplement State staff during peak periods. Therefore the length of time is generally limited to six months.

**THE PROCESS**

The main purpose of this process is to ensure that agencies can obtain the temporary staffing necessary to accomplish their mission critical functions.

1. Determine if the agency need can be filled by supplemental staffing QPA. Define the type of healthcare professional needed and the length of time required. If the time required is longer than six (6) months, a justification will be necessary along with the purchase order.
2. Send an e-mail describing the requirements you need to the above listed e-mail addresses. If you would like to receive resumes from the various QPA vendors to help you make a decision, make sure that is included in your request. If you also need to know the number of staff each vendor can provide to ensure you entire requirements are met, your quote must ask the vendors to supply that information.
3. After you receive your resumes/prices review and evaluate then select the firm that supplies the best person for the lowest cost that meets your needs. If clarification is needed, you may conduct interviews or call the vendor to get the necessary information to complete your evaluation and make your award.
4. Complete the Purchase Order in PeopleSoft prior to having any services provided including information from the vendor selected, a justification if the duration is longer than six (6) months, and the total amount of the Purchase Order. Instructions for entering this information into PeopleSoft can be found at <http://www.in.gov/idoa/proc/QPASPECIAL>
5. Obtain all approvals as appropriate for the dollar amount of your Purchase Order.
6. If the purchase is within your procurement delegation, the agency will be responsible for ensuring the Purchase Order gets to the vendor by whatever means is deemed appropriate. If the purchase order is greater then your streamline delegation, then forward the purchase order to IDOA Procurement Division for final processing. IDOA Procurement Division will be responsible for these orders getting to the vendors. You and the contractor will receive a copy from the Auditor's Office once encumbered. Upon receiving invoices, you will pay partials against your purchase order.

#### IMMEDIATE NEED

When there is an immediate need for staffing due to call-ins, no shows, etc. you have some options to relieve the immediate need. The following options are listed in order of priority:

- A. Call the vendor who holds the award for that period and ask him to supply another nurse.
- B. Review the QPA vendor information for those companies nearest your facility. If possible, you should seek competition among those vendors by doing phone quotes or quick-reply email broadcasts to those companies. Contact the winning bidder to get the necessary personnel at your facility for your required time/date.
- C. If you have been contacted by vendors stating that they can provide staff for your facility whenever an urgent need arises, you may contact those vendors to get the necessary personnel.